13 May 1977

Suggested Topics for Discussion
at the 18 May Director's Luncheon

I. Suggestions for Increased Communications

1. There have been several requests for a secretary to sit in at the luncheons, or to use Mr. Firth's notes to type the questions and his responses for distribution to all OIA personnel as soon as possible after the luncheon. It appears that the repetitive questions from luncheon to luncheon justifies the request.

2. Suggest a more active campaign to solicit new ideas be instituted (Suggestion Awards). Also, it would help if each analyst had an up-to-date copy of the Ad Hoc Committees so they would know whom to contact with suggestions or questions.

3. Suggest that the Production Branch keep track of CIA bulletins, vacancy notices, etc., their publication date and date received in OIA. Many functions, i.e., guest speakers, are missed because the notices are too late in arriving. The only notice with one day service was the recent "bad news", and we suspect that was done in order to beat the newspapers with the story.

4. Some employees don't think the luncheons are necessary and state that since the reorganization the Director has become less and less accessible. They would like to see the Director in the work area as they think he would get to know them and gain an insight into what their work consists of. Curiously enough, none of the people with this attitude has attended a luncheon nor presented a briefing at a staff meeting.

II. Product Improvement

1. What types of "tools" or techniques are the various branches in OIA using? What types of products do they produce? Could there be an analytical "skill bank" showing what people are using such as PERT, Computer Modeling, Enhancement, etc.?

2. In the same vein as question 1 could we have an OIA productions reading room or could the OIA products be routed throughout OIA? A Reading Panel associated with Information Control (Dan's area) would be a good central location and could probably be managed by them.

3. How will the new "Office" status affect our future product? How will we be regulated or directed? Will we remain a production service for the DDI or will we accept requests from outside the Agency?

5. We have had some problems with the Photo Lab. On several occasions they ave arbitrarily refused to release highly magnified prints saying that it was beneath their standards even though the OIA analyst was satisfied with the results. The question, will the imagery analyst or will the Photo Lab be the judge of what is acceptable for us?

III. Personnel

1. What constitutes an OIA Note? What is the distribution? Who makes the decision on what information is to be published? Can't the analyst defend his reasosns for writing the Note? Sometimes the only feedback the analyst gets is that the Note was reviewed and was accepted or was not representative of what OIA does.

2. The noise of the vaccuum pump on the McBain Comparator is untenable. Is it possible to damper the noise mechanically or could accoustical baffles be installed? No - now baffled.

3. Do you have a more definite time for the internal move than the 3-6 months you gave at the April luncheon? Probably been about Aug.

4. How will management handle the non-producers in OIA? Will the three percent list be used to weed out "deadwood""? There are complaints that some analysts assigned in one substantive area for a long time do not have the answers when asked by a fellow analyst. Because of this lack of support he has to do his own work and search out the answers in the other analysts area of supposed expertise.

IV. Career Development

1. Could you explain the role of the OIA Career Development Officer[   ]For instance, what does he do and how do we contact him? So far, all we know is that he is our career development representative.

2. Another repeat question. Would you consider rotating the branch chiefs within OIA? Do you feel they would gain a better insight and greater depth of reporting?

3. What is the status of the "good hard look" at PSS? The PSS personnel are very much concerned but are receiving no feedback. When will it be completed? What does it involve?

4. A repeat of the April EEO question. Is there a program? Is it effective? What should the qualifications of the EEO Officer be?

5. Will the Career Sub-Panel be abolished? Why or why not?

6. What is your reaction to the management rating system, i.e., first line supervisors (branch chiefs)?

7. What qualifications must one possess in order to attend Senior Schools?

8. Do you have any information on Sayre Stevens' proposal that analysts would be promoted automatically through Grade 12 and that the competitive selection process would begin at Grade 13?

v. Outside OIA

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2. Do you wish to make any comment on the recent DDI-MAG survey on rating of the supervisors by the employees?

3. Is Mr. Turner aware of OIA and the type work we do? Lately rumors abound that all imagery analysts will be consolidated into one group. Do you have any information?

4. What are the CIA Director's plans as to bringing Navy people into the Agency? How many? What level?

5. Quite a lot of resentment about Admiral Turner's signature block on his publications. We suggest he sign his name as

Stansfield Turner, Admiral
Director, Central Intelligence Agency

because his primary assignment is the CIA, not the U.S. Navy.